

CITY OF BAINBRIDGE ISLAND

Job Description



Title: Planner	JD: 039
Department: Planning and Community Development	Effective Date: February 5, 2013
Reports To: Planning Manager	FLSA Status: Non-Exempt
Supervises: N/A	Union Status: Represented

SUMMARY:

The Planner is responsible for reviewing applications and dispensing information relating to a wide variety of building, zoning and development processes to numerous audiences, including the public, development professionals, City staff, Design Review Board, Planning Commission, City Council and the Hearing Examiner. This is a professional position with responsibility for reviewing a variety of planning permits, including subdivision, shoreline, critical area and zoning permits, and reviewing building permits for conformance with planning and environmental regulations. The Planner is responsible for ensuring compliance with the Growth Management Act, Shoreline Management Act, State Environmental Policy Act and the City's Comprehensive Plan, and for assisting in drafting, reviewing and processing ordinances and a variety of planning policy documents.

ESSENTIAL FUNCTIONS:

Functions as a member of the Planning and Community Development team, working closely with the Planning Manager as well as other persons to conduct current and/or long range planning projects and day-to-day activities in accordance with the City's and Department's goals and policies.

Provides technical and procedural assistance in a clear, concise and professional manner to the general public and development professionals for all applicable codes, ordinances and regulations involved in the permit process. Assistance may be given to the public or development professionals at the front counter, in small groups or over the phone.

Reviews, evaluates and prepares staff recommendations of building and other development permits and ensures plans are complete; issues permits as appropriate, once application has received all required reviews and approvals; conducts site visits of development applications and building permit applications.

Identifies, develops and conducts technical research and planning projects related to matters such as compliance with the Growth Management Act, updates of the City's Comprehensive Plan, natural resources planning, the State Environmental Policy Act, or the Shoreline Management Act.

Prepares letters, notices, reports, recommendations, sub-area plans, policies, draft ordinances and resolutions and presents them to higher levels of authority; participates in hearings before the Planning Commission, City Council, Hearing Examiner and other administrative or judicial functions; researches policies and procedures in other jurisdictions.

Assists in coordinating planning activities with local, state and federal agencies as appropriate, including responsibility for project management and for coordinating day-to-day compliance activities with the City's Code Enforcement Officer.

OTHER DUTIES AND RESPONSIBILITIES:

Other duties and responsibilities include designated backup duties on behalf of the Director, Community Development Administrator or Planning Manager, and may represent the Director in matters which impact the operation of the department.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work or otherwise balance the workload.

PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES:

Any combination of education, experience and training that provides the desired skills, knowledge, and abilities is qualifying. A bachelor's degree from an accredited university in urban planning, community development, public administration, environmental studies or related fields with three years of progressively responsible professional experience in plan review, permit issuance and planning and community development in a comparable environment is preferred.

Knowledge of:

- The concepts, principles and practices of urban planning and community development in current or long range planning with knowledge in related planning areas sufficient to coordinate with other planners, Building Division staff and other City departments.
- Procedures for compliance with the State Environmental Policy Act.
- Methods and techniques of community involvement; knowledge of governmental and development processes.
- The type and content of laws, codes and policies governing urban planning and land use.

Ability to:

- Read, analyze and interpret complex codes and documents, to respond effectively to most sensitive inquiries or complaints, and to make effective and persuasive written and oral presentations on controversial or complex topics.
- Read and interpret maps, plans, construction drawings, property descriptions, utilize architectural and/or engineering scales and operate personal computers.
- Deal effectively with individuals or divergent views, handle difficult situations and present technical concepts so that lay persons can understand them.
- Establish and maintain effective working relationships with the senior management team, as well as colleagues and representatives from the public and private sectors.
- Define problems, collect data, establish facts and draw valid conclusions, to interpret an extensive variety of technical instructions in mathematical or diagram format, to deal with abstract, quantitative, qualitative and concrete variables, and to develop improved and standardized procedures.
- Communicate effectively both orally and in writing.

REQUIRED LICENSING AND CERTIFICATION:

- Valid Washington State driver's license

WORKING CONDITIONS:

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at evening and/or weekend meetings or other functions is required. Work is performed in an office and public meeting setting. Repeated interruption of the workload is typical. This position requires frequent telephone usage, repetitive hand/arm motions when keyboarding, prolonged periods of standing and prolonged periods of sitting. Work may be performed outdoors in all kinds of weather. The Planner will be required to work with high-stress customers, meet deadlines and handle multiple priorities. The work area can be noisy and congested at times.

PHYSICAL REQUIREMENTS:

Close vision, color vision, depth perception and far vision are essential to performance of the position. Corrective lenses may be utilized. The employee in this position may be required to sit for prolonged periods of time or work in a confined space and manipulate a computer keyboard, which requires repetitive motion tasks. The individual must have the ability to produce legible handwritten documents.

Equal Opportunity Employer - Americans with Disabilities Act

*The City of Bainbridge Island is an Equal Opportunity Employer.
Women and Minorities Are Encouraged to Apply.*

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors.

This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.